



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

**REQUEST FOR PROPOSALS # 40100-05918
AMENDMENT # 3
FOR THE TDOT Transportation Planning Services**

DATE: September 25, 2018

RFP # 40100-05918 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFQ Issued		August 15, 2018
2.	Disability Accommodation Request Deadline	2:00 p.m.	August 20, 2018
3.	Pre-Response Conference	1:00 p.m.	August 23, 2018
4.	Notice of Intent to Respond Deadline	2:00 p.m.	August 27, 2018
5.	Written Questions & Comments Deadline	2:00 p.m.	September 5, 2018
6.	State Response to Written Questions & Comments		September 25, 2018
7.	RFQ and Cost Response Deadline	12:00 p.m.	October 15, 2018
8.	State Completion of Technical Response Evaluation		October 29, 2018
9.	State Opening of Cost Proposals	8:00 a.m.	November 5, 2018
10.	RFQ Negotiations (as applicable)		November 5-7, 2018
11.	State Notice of Intent to Award Released & RFQ Files Opened for Public Inspection		November 8, 2018
12.	End of Open File Period		November 15, 2018
13.	State Sends Contract to Contractor for Signature		November 16, 2018
14.	Contractor Signature Deadline	2:00 p.m.	November 20, 2018

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
<p>1 Item A.6. of Attachment A requires “documented evidence of (3) years or more of experience developing transportation planning documents and studies.” Could you please clarify what constitutes documented evidence?</p>	<p>Please provide the State with examples of the documents created by and studies performed by Respondent that have been developed on the topic of transportation planning. This may include, but is not limited to, reports, charts, graphs, manuals, or brochures.</p>
<p>2 Item A.7. of Attachment A requires “a listing of each type of service the respondent has the ability to provide, including a recent example of work within the last (2) years...” Are there specific types of services that TDOT would like for the Respondent to address? Can subconsultant team members provide examples?</p>	<p>Please provide a listing of any service that the Respondent can provide that is enveloped in this RFQ scope.</p> <p>If the Subconsultant will be a partner with the Respondent for performance of the contract goods, services, and deliverables, then the Respondent may include the Subconsultant examples in their proposal.</p>
<p>3 Item B.12. of Attachment B requires an organizational chart that identifies “the individual responsible for the completion of each task and deliverable of the RFQ.” Could you please clarify which specific tasks and deliverables this requirement is referring to? (Item B.13. also refers to tasks required by the RFQ) Is it the tasks and associated work products describe in Section A.3. of the Pro Forma Contract (Attachment G)?</p>	<p>Item B.12 is referring to the tasks and deliverables of Section A.3 of the Pro Forma Contract (Attachment G of the RFQ and Attachment 2 of the Pro Forma Contract).</p>
<p>4 Item B.13. of Attachment B requires an estimate of staff hours and resumes. Is this information required of only the prime contractor, or should proposed subcontractor staff also be included?</p>	<p>Proposed Subcontractor staff should also be included if they will be participating in the contractual work.</p>
<p>5 Items B.12. and B.21. of Attachment B both require an organizational chart. Can both refer to the same chart? If not, can you clarify how they should differ?</p>	<p>B.12 is an organizational chart identifying only key people of the proposed team that will be assigned to/in charge of the contracts goods, services, and deliverables. B.21. is an organizational chart detailing all members of the proposed team.</p>
<p>6 Items B.13. and B.23. of Attachment B both require proposed staff resumes. Can both refer to resumes in the same location (in this case, immediately after the staff roster for Item B.13.)? If not, can you clarify how they should differ?</p>	<p>Both Item B.13. and Item B.23. can refer to the same resumes, if they will all be the same resumes for both questions.</p>

QUESTION / COMMENT	STATE RESPONSE
7 Items C.1. and C.2. of Attachment C make reference to the State's project schedule. Can you clarify what schedule these items refer to?	The schedule refers to having all the objectives and deliverables completed within the timeframe established in any work order and by the end of the contract term.
8 Items C.2. and C.3. of Attachment C both require the Respondent to describe how they complete the scope of services, accomplish required objectives and meet the State's project schedule. Can both refer to narrative in the same location? If not, can you clarify how they should differ?	C.2 is asking about how the work tasks will be performed. C.3 is asking about overall management of the work and its delivery to the State, including examples of previous work.
9 Attachment D (Cost Estimate) and Attachment G (Pro Forma Contract) include a list of staff classifications. Are we to provide a proposed cost for each category, or only for the categories we anticipate using to complete the scope of services?	Please include only the categories you will use to complete the scope of services.
10 Attachment D (Cost Estimate) instructions require the Respondent to provide the proposed price for the entire scope of services. However, the attached form only includes provisions for hourly rates per contract year. Can you clarify where the price amounts should be located?	The total price will be based on the hourly rates bid. This will be calculated by evaluation factor for each line. Under Section C of the Pro Forma Contract, payment is to be made based upon the listed hourly rates.
11 When, within the contract period, does TDOT anticipate it will begin the LRTP update?	The State anticipates early components of the LRTP (e.g., data collection, modeling) to begin in 2019 and the actual plan/policy document to begin by early 2020.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.